

S E C R E T

24 March 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 24 March 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. SAFE Phase II: GSA has notified the Office of Logistics (OL) that the SAFE Phase II contract was awarded on 22 March 1983 to Elrich Construction Company, the second lowest bidder. GSA estimates that the Notice to Proceed (NTP) will be given to the contractor within 15 days. The contractor has six months from that time--early October 1983--to complete the project. Based on past experience, however, it is probable that delays of one to two months will occur, thereby moving the projected completion date to early December 1983.

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d. DCI Portrait: The General Purchasing Branch received a requisition in the amount of \$12,000 to cover the cost of a portrait of the DCI. Mr. Everett Raymond Kinstler was selected by Mr. William Casey to paint the portrait. Plans for the painting require three to five sittings in the artist's New York studio and should begin shortly after 1 May 1983. []

e. Procurement Workshop Series: OL has initiated a "Brown Bag" Procurement Workshop Series, effective 23 March 1983. The "Brown Bag" description alludes to the fact that the offerings will be during the normal lunch hour. The first series will offer seven audio-visual presentations over a period of 14 weeks covering subjects ranging from "Conflict of Interest" to "Duties of the Contracting Officer's Technical Representative." The audio-visual presentation will be combined with informal seminar-type discussions moderated by members of OL's Procurement Management Staff. Attendance will be voluntary with course credit given to those who attend at least 70 percent of the meetings. The goal of the sessions is enhanced professionalism, greater sensitivity to current critical issues, and more cohesiveness among those involved with procurement. []

f. Headquarters Fitness Room: Reupholstered equipment benches and stools were returned and installed for use in the Headquarters fitness room. []

g. Executive Dining Room Renovations: In order to increase kitchen space, clothing and uniform storage space for the waitresses and waiters in the Executive Dining Room is being moved from room 7D42 to the restrooms 7C54 and 7C53. Color coordinated lockers have been selected and processed through OL's Procurement Division. Delivery is promised for the first week in May. []

3. Significant Events Anticipated During the Coming Week:

None.

for Daniel C. King